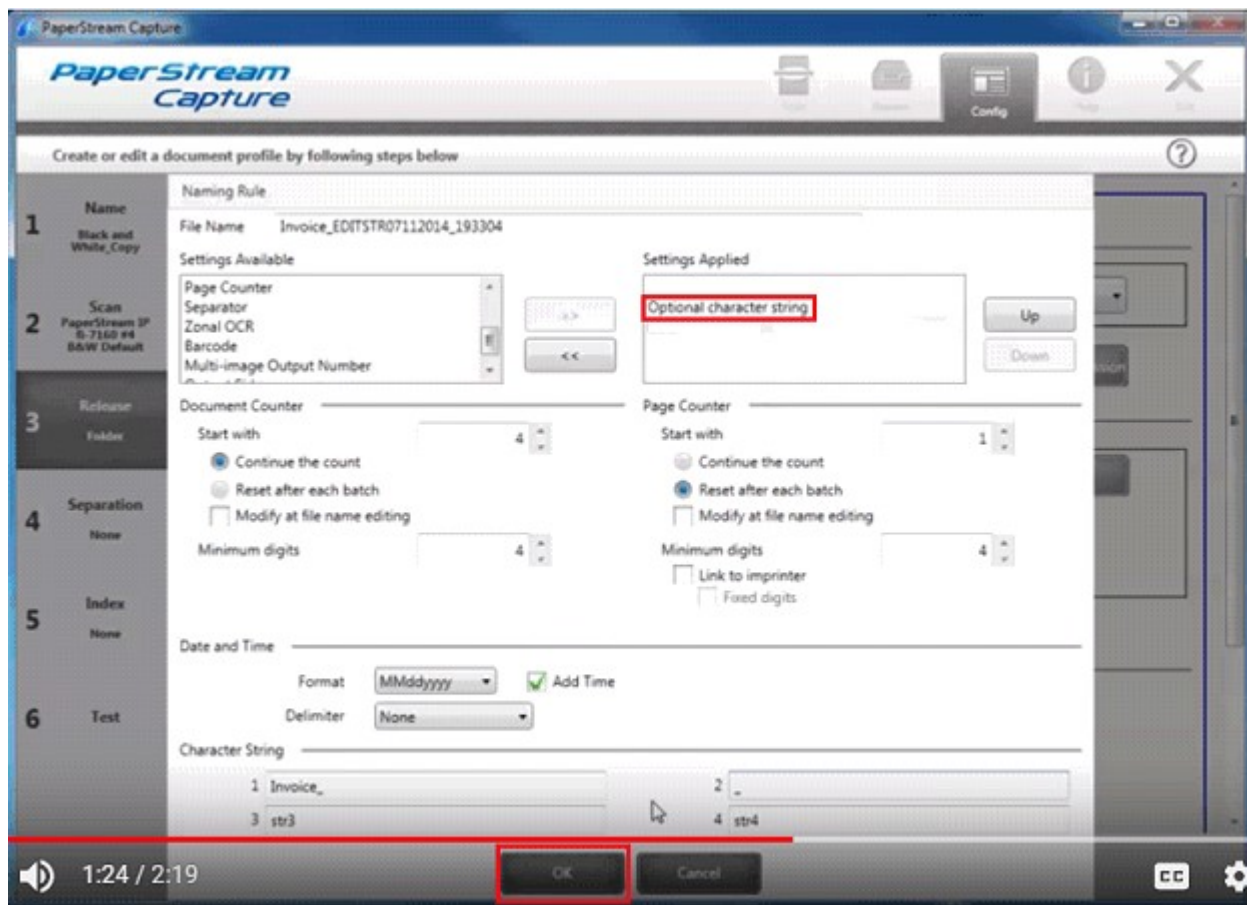


How to manually name PDF documents in Paperstream

- 1) Open Paperstream
- 2) Go to **Config** Tab
- 3) Choose your document profile and click on the **Edit** button
- 4) Go to the **Release** section (Number 3 option)
 - a. Go to **File Settings** and go the subsection **Destination**.
 - b. In the **Destination** category click on the button called **Naming Rule**
- 5) In the Naming rule field under **Settings Available** choose the option in the scroll down called **Optional Character String** and move it over to the **Settings Applied** **Category**.
- 6) Move the other options back over



<https://www.youtube.com/watch?v=eWXi62cW1CE>

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